Process	***Modifying a Project/Grant***
Process Number	***GL – 029***

Description of Process

Modify an existing Project/Grant. The Project/Grant ChartField captures and controls project or grant information. Projects are modified whenever there is a change in the project or grant, such as the type, status, start and end date(s), manager or description. The Project/Grant ChartField lets you segregate and track project or grant encumbrances, expenditures, and revenues, with or without budgetary control. Additionally, you can maintain project levels, enabling you to record and report both direct and indirect costs for each level. The available project levels are as follows (in order from highest level of detail to lowest):

- Project – The top (first or highest) level at which you can budget and record project activity.

- Segment – The second (from the top) project level at which you can budget and record project activity.

- Phase – The third (from the top) project level at which you can budget and record project activity.

- Activity – The lowest budgeting and reporting level for a project.

Control Rules allow you to establish control over your project or project level, from a budgetary and/or funding source perspective. Budgetary Level control verifies that actual charges do not exceed budgeted amounts for a given level of detail. Funding Source control ensures that sufficient funds are available to finance a particular project or project level. These funds can be derived from one or more distinct funding sources.

The State of Georgia has elected to modify the manner in which it will manage funding sources and fund source distribution and will not be using the delivered functionality at this time. Rather, funding sources (referred hereafter as programs) will be maintained using the Program ChartField (see GL – 34 "Creating Programs"). When a project or grant is created, the users will immediately update the SpeedChart table, which maintains the relationship between a project/grant and its program(s). Users will utilize the Program Distribution Panel located in the Define General Options window to distribute lines for vouchers and purchase orders for the Accounts Payable and Purchasing modules, respectively. Users entering journals directly into General Ledger will distribute lines using the Program Distribution Calculator, which uses the SpeedChart table to distribute project amounts based on their related program(s). Each agency will be responsible for maintaining its own tables.

Input to Process

Project/Grant Change Request is written up, signed, assigned an identifier and approved. The Project/Grant is then modified in PeopleSoft.

Output of Process

Project/Grant is modified and is accessible to all business units having access to the SetID under which the Project/Grant is created.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Project/Grant

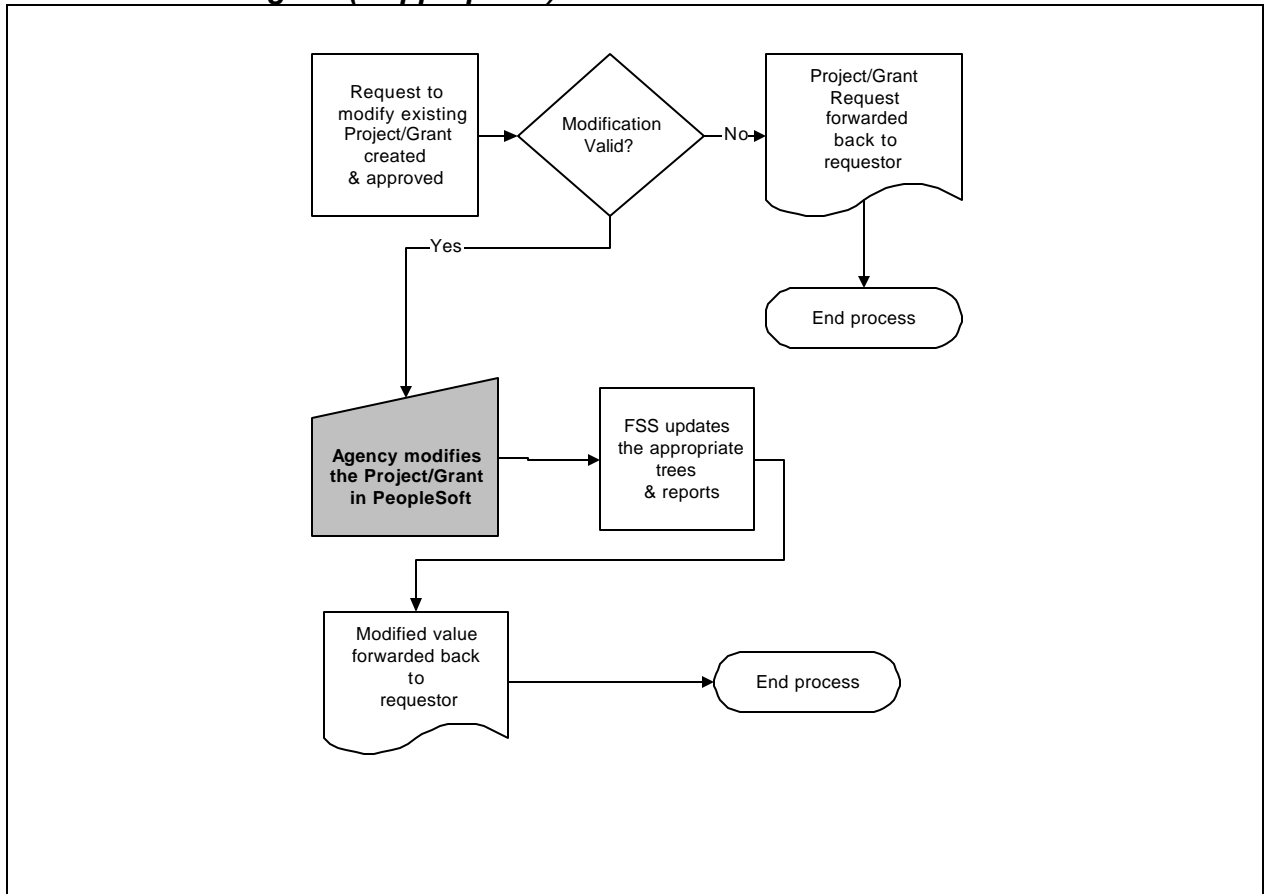## Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Complete request form to modify an existing Project/Grant Using the forms provided to you (see attached), submit your request to the individual authorized to approve Project/Grant changes, usually someone at a supervisory level. If valid, the request will be input at the agency level. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.	Agency
Step 2: Open the project/grant you wish to modify Using Update/Display mode, enter the SetID and Project/Grant name for the Project/Grant you wish to modify. The SetID should be equal to the business unit under which the project/grant was created.	Agency
Step 3: Insert a row that will contain the project/grant modifications Insert a row using F7 in any effective dated field. This allows you to make *effective dated* changes and enables you to retain a history of the modifications made to the project/grant. Any modifications will take effect as of the date specified. In the row you just inserted, enter the Effective Date and Status for your project/grant. The Effective Date can be set to the current date or a future date and determines the date on which the change will go into effect. The Status refers to the availability of the project/grant for use in journal processing. The default Status is "Active."	Agency
Step 4: Make changes as requested on form	Agency
Step 5: Save the Project/Grant The project/grant is now saved with your changes. The changes will take effect based on the effective date and status information provided in Step 3.	Agency
Step 6: Update the appropriate trees, as necessary	Agency
Step 7: Notify the requestor that the Project/Grant has been modified Send notification to the requestor that the Project/Grant has been modified and is available for use. The following are acceptable forms of notification: • E-mail • Facsimile • Interoffice Memorandum	Centralized

Forms Used with Process (#)

**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\Pdocs\Financials\GL-General Ledger\Business Process Flows\ChartField Maintenance\Project_Grant\Project-Grant Change Request 2.doc

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested

The Funding Source Control enables you to indicate and control the funding sources for a specific project or grant. When you select Funding Source Control, you can choose how (Priority or Percentage) the system will calculate the funding source spending authority amounts. To use this option, you must have set up all funding sources prior to entering the ChartField values. If Priority is chosen:

- Maximum FS amount entered is greater than zero, then percent is calculated.

- Percent entered is greater than zero, then maximum FS amount will be calculated.

If Percent is chosen and:

- Percent entered is greater than zero, then Maximum FS amount is calculated.

- Maximum FS amount entered is greater than zero, then percent is calculated.

As mentioned previously the State of Georgia has elected to modify the manner in which it controls funding source via the use of Programs. As a result